Research
Workshop & Conference Support

Guidance Notes for Support for Research Workshop/Conferences

June 2018

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1   Introduction

1.1   The Health & Social Care R&D Division of the Public Health Agency (HSC R&D Division) recognises that dissemination of new knowledge is an essential prerequisite for evidence-based and research-led Health and Social Care (HSC) services in Northern Ireland. Workshops and conferences can provide an effective method of dissemination of research findings and in acknowledgement of this the HSC R&D Division will provide support for relevant events held in Northern Ireland.

1.2   All inquiries and correspondence relating to Research Workshop/Conference Support should be addressed to:

Dissemination (Research Workshops/Conferences)
HSC R&D Division
Public Health Agency
12-22 Linenhall Street
BELFAST BT2 8BS

Tel: (028) 95363490
E-mail address: eimear.cowan@hscni.net

2   Eligibility

2.1   This Scheme is normally intended to support the running and organisation of **research workshops/conferences taking place in Northern Ireland.** Full justification must be provided for any event taking place outside Northern Ireland.

2.2   The purpose of the workshop/conference should be an event to promote the **dissemination of research** relevant to the HSC. The application must be able to **demonstrate the benefit** that the research workshop/conference will have for the HSC and **demonstrate clearly the research context** of the event.

2.3   It is intended to support applications from Health and Social Care (HSC) organisations and Universities, other HEIs or voluntary/not-for-profit organisations in Northern Ireland involved in health or social care provision/research.

2.4   HSC R&D Division **will not act as sole supporting organisation** for the workshop/conference and only applicants who have already secured a significant level of funding or support from another source will be eligible to apply.

2.5   Funding will only be considered for **non-profit making** workshops/conferences.

2.6   Where possible, the event should take place in **a non-commercial venue** in Northern Ireland. Applications related to events taking place in commercial venues (hotels and private conference facilities) may be considered, however HSC R&D Division will not normally pay costs directly associated with the commercial venue. Justification for use of hotels and private conference facilities should be provided within the application.

2.7   Applications should normally be submitted a **minimum of 6 weeks** prior to the research workshop/conference for which support is being requested. Retrospective applications will not be considered.

3   Scope

3.1   Awards may provide a contribution towards:

- venue fees   (non-commercial venues only)
- conference catering   (non-commercial venues only)
- speaker costs to cover travel, accommodation, and/or preparation time (travel should be at economy rates and a maximum of £100 daily rate will be considered for accommodation/subsistence.)
- other justified costs

3.2   Applications for research workshop/conference support:

- should not normally exceed £2,500
- should ensure all costs are justified and kept to a minimum
- will be granted on the assumption that the event is non-profit making

3.3   HSC R&D Division believes that research and its dissemination are strengthened through the **appropriate involvement of service users and the public**. We would encourage applicants to include appropriate Personal and Public Involvement (PPI) in their event, and ensure that invitations are circulated to relevant individuals, groups and organisations representing the target audience. A minimum of one free-of-charge place should be made available to a PPI representative, e.g. member of an existing service user group, members of the HSC R&D Division's PIER (NI) group.

3.4   HSC R&D Division is accountable for all its funding decisions and reserves the right to refuse funding for any costs that are, in its view, inappropriate and/or excessive.

4   Application Process

4.1   Applications to the Research Workshop/Conference Support Scheme can be made throughout the year.

4.2   Applications for this Scheme must be made only by event organisers and must be submitted on the proper application form.

4.3   Application forms are available from HSC R&D Division website: **http://www.research.hscni.net**

4.4   E-mailed applications are accepted. The application form should be saved as a pdf file and submitted by e-mail to eimear.cowan@hscni.net. The signatories who have e-signed the application declaration page must be cc'd into the submission email.

4.5   Forms should be completed in clear typescript.

4.6   Applicants are asked to note the following instructions:

Question 2   Synopsis of proposed Research Workshop/Conference:

- Provide details of the date, duration and venue for the event. Provide a justification for any event that is taking place in a commercial venue.
- Provide details of the likely audience for the event including sector/professions and anticipated numbers.
- Provide details of the research information to be delivered and the proposed target audience.
- Provide details of Personal and Public Involvement in the event planning, and efforts to circulate details of the event to suitable individuals and organisations should be provided.
- Provide detail of the benefit the event will bring to the HSC.
- Where available, a conference/workshop programme or flyer should be included as an appendix.

Question 3   Justification for Support:

- Provide a breakdown of the total support requested and a clear justification for the need for this support. Also include other sources of support including the value of that support and any contribution to be made by delegates. Please refer to Section 3 of this guidance for further details.

5   Evaluation and Notification

5.1   Funding awarded under the Workshop/Conference Support Scheme will be made at the discretion of HSC R&D Division. This decision will involve a judgement on the individual and financial circumstances of a particular event together with the perceived benefits to the HSC and to HSC R&D Division.

5.2   The applicant will be notified of the outcome of their application by HSC R&D Division in writing, at the address specified on the application form.

6   Successful Applicants

6.1   The scope of financial support is detailed in section three. Invoices must be administered by an appropriate designated organisation, and a breakdown of costs should be provided.

6.2   HSC R&D Division will not be responsible for claims under any statute or common law, nor will they indemnify the organising committee or research workshop/conference organisers against any claim for compensation or any claim for which they may be liable.

6.3   **The support of HSC R&D Division must be acknowledged** on any advertisements   or   delegate   packs   associated   with   the   research

workshop/conference. For more information please refer to our guidance: http://www.research.hscni.net/acknowledging-hsc-rd-division.

6.4   At least one free place at the conference/workshop should be allocated for a representative from HSC R&D Division to attend.

6.5   At least one free place at the conference/workshop should be allocated for a PPI representative e.g. members of an existing service user/patient group, or members of the HSC R&D Division's PPI group, PIER NI. Approaches to the PIER NI group should be managed through the HSC R&D Division Programme manager responsible for your application.

6.6   HSC R&D Division recognises the importance of dissemination of research results across all stakeholder groups.   Where relevant, organisers are encouraged to involve lay representatives in the planning of events funded under this scheme, and also to invite service users and the public to attend.

6.7   This Award is exempt from all standard reporting requirements; instead, please provide a copy of the final workshop/conference program and a summary of attendees, such as a breakdown of the professional background and employing organisation type of attendees.